

APPRAISAL POSTPONEMENT FORM

Please note: We do not normally provide extensions to appraisal due date if you have not or do not plan to take time off. As a general rule it is advised that doctors having a career breaks –

- In excess of 6 months – should aim to be appraised within 3 months of returning to work
- Less than 6 months- should aim to be appraised at their usual date and no more than 18months after the previous appraisal

Doctors may request postponement of an appraisal due to

- Breaks in practice due to sickness or maternity leave
- Breaks in practice due to absence abroad or sabbaticals
- Delay of an appraisal beyond the last day of their appraisal month due to unforeseen personal or work related issues.

Every case will be dealt with on its merits and no doctor will be disadvantaged or unfairly penalised as a result of pregnancy, health issues or disability.

Doctors under suspension

- It may be appropriate to continue with appraisal and each individual circumstance will be considered on their own merit

If you wish to have an informal discussion about a postponement please contact the appraisal team (Submissions should be submitted at the earliest opportunity and in most circumstances no later than 28 days before the last day of the doctors appraisal month(by which time the doctor should normal have notified the agreed date of their appraisal to the appraisal office)

Doctors name	Date of application
GMC number	Work tel number:
Email address	Mobile number:
	Home tel number
Contact address	

Date of application for exemption:	
Date of last appraisal:	
Name of last appraiser	
Date next revalidation due:	
Proposed date of next appraisal	
if you wish to extend by more than 12months – please contact appraisal team for advice)	
Reason for deferral:	

Absence from work –

This checklist of questions is recommended to be used pre-absence in order to help with identification of issues and facilitate support planning. (AMC Return to work Guidance April 2012)

How long are you expected to be absent? (Is there any likelihood of an extension to this?)
Date you last worked as a GP in the East Anglia area (if less than 1 session per week – please state how many sessions you worked in total in the last year)

Please return this form to the Appraisal team, NHS England, East Anglia Area Team, CPC1, Capital Business Park, Fulbourn, Cambridge, CB21 5XE 8FH or england.ea-appraisals@nhs.net
[20.6.13](#)

How long have you been in your current role? Is this relevant in determining your needs?
Have you requested a postponement in the past 5 years – please give details
Are there any training programmes or installation of new equipment due to take place in your workplace in the period of absence? If so, how should you become familiar with this on your return?. Would an occupational health assessment support any return to work?
Will you be able to participate in any 'Keep in Touch' days or other means of keeping in touch with the workplace? If so, how will this be organised?
Do you have any additional educational goals, during your absence?
What sort of CPD, training or support will be needed on your return to practice?
Are there any funding issues which need to be considered?
Will you be able to retain your licence to practise and to fulfill the requirements for revalidation?
Are there any issues relating to your next appraisal which should be considered? If so, the Responsible Officer/ representative may need to be informed.
Would you like to consider ant confidential coaching to support your return to work

Appraisal Office

Signed by:	
Name:	
Role:	
Postponement agreed	Yes No
Comments	
Agreed date of next appraisal	
Date of decision	

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This decision may be appealed and will be dealt with by the Responsible officer whose decision will be final
Applications will be informed in writing of the decision within seven working days

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